

APPRENTICESHIP CURRICULUM (OPTIONAL TRADE)

Hydrocarbon Sector Skill Council

Executive Finance – Oil & Gas

Course Code: C0022400029

NAPS Non-NAPS

NSQF Level: 4



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Course Details

1.	Course Name	Executive Finance – Oil & Gas			
2.	Course Code	CO022400029			
3.	Apprenticeship Training Duration: <i>(2 to 4 weeks of BT is embedded in this duration as per the requirement of the establishment)</i>	Months: 12 months			
	Remarks				
4.	Credit	40			
5.	NSQF Level (Mandatory for NAPS)	4	NSQC Approval Date: 30/11/2023		
6.	Related NSQF aligned qualification details	S. No.	QP/ Qualification/ NOS Name (As applicable)	QP/ NOS Code & Version	NQR Code
		1	Executive Finance – Oil & Gas	HYC/Q9403 & Version 1.0	NM-3.5-HY-01421-2023-V1-HSSCI
7.	Brief Job Role Description	The individual will be able to perform variety of financial tasks viz. dealing with Financial Management and Security Market, designing different kinds of formats, modules, reviews and feedback charts, handling database in the organizations, banks, Financial Institutions and performing basic operations of banks, financial markets, preparing different Financial Products and Financial Statements using General Accounting Principles and trading practices at stock exchanges, NCFM Modules etc.			
8.	NCO-2015 Code & Occupation <i>(Access the NCO 2015 volumes from:</i>	NCO/ 2015/2411, 2413			
9.	Minimum Eligibility Criteria <i>(Educational and/ or Technical Qualification)</i>	Completed 3rd year of 3-Year of UG(Commerce) after 12th OR Completed 2nd year of 3-year of UG(Commerce) after 12th and pursuing 3rd year of UG			
10.	Entry Age for Apprenticeship	20 Years			

11.	Any Licensing Requirements (<i>wherever applicable</i>)	NA
12.	Is the Job Role amenable to Persons with Disability	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, check the applicable type of Disability</p> <p><input type="checkbox"/> Locomotor Disability <input type="checkbox"/> Leprosy Cured Person <input type="checkbox"/> Cerebral Palsy <input type="checkbox"/> Dwarfism <input type="checkbox"/> Muscular Dystrophy</p> <p><input type="checkbox"/> Acid Attack Victims <input type="checkbox"/> Blindness <input type="checkbox"/> Low Vision <input type="checkbox"/> Deaf <input type="checkbox"/> Hard of Hearing</p> <p><input type="checkbox"/> Speech and Language Disability <input type="checkbox"/> Intellectual Disability <input type="checkbox"/> Specific Learning Disabilities <input type="checkbox"/> Autism Spectrum Disorder <input type="checkbox"/> Mental Illness</p> <p><input type="checkbox"/> Multiple Sclerosis <input type="checkbox"/> Parkinson's Disease <input type="checkbox"/> Haemophilia <input type="checkbox"/> Thalassemia <input type="checkbox"/> Sickle Cell Disease</p> <p><input type="checkbox"/> Multiple Disabilities</p>
13.	Submitting Body Details	<p>Name: Hydrocarbon Sector Skill Council E-mail ID: ceo@hsscindia.in Contact Number: 9872176558</p>
14.	Certifying Body	Hydrocarbon Sector Skills Council
15.	Employment Avenues/Opportunities	Oil & Gas sector
16.	Career Progression	Senior Executive
17.	Trainer's Qualification & Experience:	<p>Post Graduate Diploma in Finance/MBA in Finance with 3 years of relevant industry experience and 1 year of Training/Assessment experience. Or</p>

		Graduate in Finance with 5 years of relevant industry experience and 1 year of Training/Assessment experience.
18.	Curriculum Creation Date	21/02/2024
19.	Curriculum Valid up to Date	20/02/2027

Module Details

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
1.	<p>NOS Name – Corporate Governance and Ethics in Oil & Gas</p> <p>NOS Code - HYC/N9407</p> <p>Version – 1.0</p>	<p>Bridge Module - Introduction to the Hydrocarbon Sector</p> <ul style="list-style-type: none"> Describe the oil and natural gas sector and its subsectors. Explain the importance of Executive Finance in oil and gas industry Financial structure of Oil & Gas industry Explain general discipline in the classroom (Do's & Don'ts) <p>Corporate Governance and Ethics in Oil & Gas</p> <ul style="list-style-type: none"> Explain the concept of corporate governance and its significance in the Oil & Gas industry. Describe how to Identify the key components of corporate governance policies and practices specific to Oil & Gas companies. Describe the ethical considerations in financial decision-making within the Oil & Gas sector. Discuss the potential ethical dilemmas that financial professionals may encounter. Discuss the significance of ethics and corporate responsibility in building a successful finance career in the Oil & Gas industry. Demonstrate how to Analyze the role of the board of directors and executive management in governance 	20	40	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> • Demonstrate how to Evaluate the impact of ethical decision-making on an organization's reputation and financial performance • Demonstrate how to Analyze real-world case studies highlighting corporate governance challenges faced by Oil & Gas companies. • Demonstrate how to Propose solutions to address corporate governance issues, considering the unique characteristics of the sector. • Demonstrate how to Present findings and solutions in a clear and structured manner • Demonstrate how to Develop a personal code of ethics for finance professionals in the sector. • Demonstrate how to Present a plan for integrating ethical practices into daily financial decision-making 				
2.	NOS Name – Financial Analysis and Reporting NOS Code - HYC/N9408 Version – 1.0	<ul style="list-style-type: none"> • Describe how to Analyze and interpret complex financial reports and disclosures in Oil & Gas firms. • Explain the unique reporting challenges and regulatory requirements in the sector. • Describe how to Evaluate the significance of stock picking within the Oil & Gas sector. • Describe how to Analyze factors influencing stock performance and investment decisions. 	20	40	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> Describe how to Apply financial theories, such as risk assessment and portfolio management, to Oil & Gas scenarios. Explain how economic and market theories relate to Oil & Gas financial decision-making Describe how to Identify key performance indicators (KPIs) and their relevance to the sector. Describe how to Interpret financial statements specific to Oil & Gas firms Demonstrate how to Prepare a comprehensive financial report for an Oil & Gas company Demonstrate how to understand of payroll management and its financial impact on Oil & Gas organizations. Demonstrate how to Calculate and analyze payroll costs, including benefits and tax obligations. Demonstrate how to Create a payroll management strategy that optimizes cost efficiency Demonstrate how to Develop a stock-picking strategy for Oil & Gas investments Demonstrate how to Apply financial theories, such as risk assessment and portfolio management, to Oil & Gas scenarios. Demonstrate how to Utilize financial models for investment analysis in the sector. 				

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> • Demonstrate how to Explain how economic and market theories relate to Oil & Gas financial decision-making • Demonstrate how to Conduct industry and company analysis for Oil & Gas organizations. • Demonstrate how to Formulate recommendations based on analysis results • Demonstrate how to Calculate and assess valuation ratios (e.g., P/E, P/B) for industry analysis • Perform financial statement analysis to determine company financial health. 				
3.	NOS Name- Taxation and Regulatory Compliance in Oil & Gas NOS Code - HYC/N9409 Version - 1.0	<ul style="list-style-type: none"> • Describe how to Analyze the tax implications of different stages of the Oil & Gas value chain, from exploration to production and distribution • Describe how to Identify and explain the tax codes and regulations specific to the Oil & Gas sector • Describe how to Identify and explain the key regulatory bodies and agencies governing the Oil & Gas industry • Evaluate the regulatory requirements and reporting obligations for Oil & Gas companies, ensuring compliance with environmental, safety, and financial regulations • Evaluate tax planning strategies that can be employed to minimize tax liabilities for Oil & Gas companies. • Describe how to Analyze the impact of tax incentives, deductions, and credits on the financial performance of Oil & Gas entities. 	20	40	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> Describe how to Assess the ethical considerations in tax optimization and propose solutions that align with corporate responsibility Describe how to Identify and explain specific tax incentives and exemptions applicable to the Oil & Gas industry, such as research and development credits, investment tax credits, and energy-efficient programs. Evaluate the eligibility criteria for various tax incentives and exemptions and their potential financial benefits Demonstrate an understanding of the various types of taxes applicable to Oil & Gas companies, including income tax, excise tax, and property tax Demonstrate how to Calculate and interpret tax liabilities for Oil & Gas companies based on real-world scenarios Demonstrate how to Develop strategies to navigate complex regulatory environments while maintaining legal and ethical standards Demonstrate how to Create a compliance checklist for an Oil & Gas company to ensure adherence to industry-specific regulations Demonstrate how to Evaluate tax planning strategies that can be employed to minimize tax liabilities for Oil & Gas companies. 				

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> • Demonstrate how to Analyze the impact of tax incentives, deductions, and credits on the financial performance of Oil & Gas entities. • Demonstrate how to Develop a tax optimization plan for a fictional Oil & Gas corporation, considering both short-term and long-term tax strategies. • Demonstrate how to Calculate the potential tax savings resulting from the utilization of tax incentives and exemptions. • Demonstrate how to Develop a tax strategy that leverages available incentives to optimize an Oil & Gas company's tax position 				
4.	<p>NOS Name- Working effectively in a team</p> <p>NOS Code - HYC/N9301</p> <p>Version - 6.0</p>	<p>Effective team work</p> <ul style="list-style-type: none"> • Describe methods to communicate clearly with the colleagues, supervisor and reporting authorities • Explain how to share information in line with organizational requirements • Explain the importance of supporting and respecting colleagues and other members of the organization without any bias based on gender, culture, disability etc. • Describe fulfilling commitments made to colleagues • Explain how to inform team members timely, if timelines can't be met • Describe ways/methods to resolve interpersonal conflict 	20	30	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> Explain the importance of gender-neutral behavior while interacting with others 				
5.	<p>NOS Name- Maintain health, safety and security procedures</p> <p>NOS Code - HYC/N9302</p> <p>Version - 5.0</p>	<p>Practice health and safety measures</p> <ul style="list-style-type: none"> Explain importance of using PPE like face mask, hand gloves, goggle, protective clothing/equipment, etc. at workplace. Explain how to monitor the health and safety of self and other team members Explain how to identify possible causes of risk or accident in the workplace Explain the hazard and risk associated with mishandling various tools and equipment. Show the correct way to lift heavy objects. Demonstrate how to follow safety signages <p>Follow fire safety procedures</p> <ul style="list-style-type: none"> Demonstrate how to use fire extinguishers Demonstrate various rescue techniques Explain the good housekeeping practices to prevent any hazard Describe list issues concerning the safety in work place Explain how to record and report all incidents, damages or injury Explain how to follow the applicable regulations and codes as per safety standard Describe how to prepare incident reports. <p>Follow emergencies, rescue and first-aid procedures</p>	24	46	70	70

S. No	Module/NOS Name, Code, Version	Outcomes	Assessment Marks		Passing Percentage	
			Th.	Pr.	Th.	Pr.
		<ul style="list-style-type: none"> Explain how to provide appropriate first aid to victims in an emergency situation Demonstrate basic techniques of bandaging Demonstrate how to respond promptly and appropriately to an accident Perform rescue activity during an accident in real or simulated environments Demonstrate correct method to rescue injured people and others during an emergency 				
5	NOS Name-Employability Skills NOS Code – DGT/VSQ/N0101 Version - 1.0	<ul style="list-style-type: none"> Introduction to Employability Skills Constitutional values -Citizenship Becoming a Professional in the 21st Century Basic English Skills Career Development & Goal Setting Communication Skills Diversity & Inclusion Financial and Legal Literacy Essential Digital Skills Entrepreneurship Customer Service Getting ready for apprenticeship & jobs 	20	30	70	70
Total Marks			124	226	70	70

Glossary

Term	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements that together specify the technical, generic, professional and organizational specific knowledge that an individual need in order to perform to the required standard.
Organizational Context	Organizational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.

Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication-related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.

Acronyms

Acronym	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
OS	Occupational Standard(s)
QP	Qualifications Pack
KU	Knowledge and understanding
GS	Generic Skills
DMA	Direct Marketing Agent
PNG	Piped Natural Gas
FAQ	Frequently Asked Questions
BP	Business Partner
KYC	Know Your Consumer
FAB	Feature Advantage Benefit

Annexure 1: Tools and Equipment

List of Tools and Equipment

The tools and equipment required are:

S. No.	Tool / Equipment Name	Specification
1	Computers and Software	NA
2	Financial Reports and Statements	NA
3	Payroll Software	NA
4	Valuation Tools	NA
5	Financial Models	NA
6	Financial Statement Templates	NA

Classroom Aids

The aids required to conduct sessions in the classroom are:

- 1 Projector
- 2 Computer/laptops
- 3 Internet connectivity
- 4 Whiteboard

Annexure 2: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the apprentice on the required competencies of the program.

The overall assessment strategy and specific arrangements, which have put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.

The assessment of candidates/trainees will be on the basis on assessment outcome/assessment criteria of the Qualification. In the assessment criteria for each NOS marks have been defined for theoretical and practical skills, on which the candidate will be assessed. The emphasis is on 'learning-by-doing' and performance criteria is based on the practical demonstration of skills and knowledge.

Theory/Knowledge test – This section will test the trainee on his/her knowledge on the subject/trade. The test will be carried out online/offline with a set of random Question paper that include multiple choice questions in multilingual, True/False Statement, audio-video question etc. The Question Bank will be developed by Subject Matter Experts (SME) of the hydrocarbon sector and these questions again be vetted by the Industry Experts, each performance criteria have its marks for theory based on the level of question i.e. easy, medium and difficult.

Practical/Demonstration Test – This stage involves the face-to-face interaction between Assessor and each trainee. The practical knowledge will be tested through trade test which demonstrates the skill required for the job, by which assessor would be able to evaluate the trainee for his/her practical knowledge on respective Qualification.

To ensure the maximum possible consistency in the assessment by different assessors at different locations, orientation of the assessors is also required about the stages involved in the assessment and the assessor role in the assessment process. The assessor must have knowledge of the following concepts before assessment:

- Qualification Pack Structure
- Guidance for the assessor to conduct theory and practical assessments
- Guidance for trainees to be given by assessor before the start of the assessments.
- Guidance on assessments process, practical brief with steps of operations practical observation checklist

- Practical/Demonstration Test guidance for uniformity and consistency.
- Guidance on assessment evidence collection (signed attendance copy, verification of the authenticity of the candidate by checking the photo IDcard, Photographs-while assessment undergoing etc.)

The empaneled assessment agencies will be instructed to hire assessors with integrity, reliability and fairness. Each assessor shall sign a document with its assessment agency by which they commit themselves to comply with the rules of confidentiality and conflict of interest, independence from commercial and other interests that would compromise impartiality of the assessments. The assessment agencies are instructed to ideally have assessor with sufficient amount of relevant industry experience related to Qualification. The assessors will also have scrutinized and have to undergo orientation of assessment framework, competency-based assessments etc.

Annexure 3: Mode of Training

The following Modules/NOS may also be delivered online for which the resources are provided in the given table.

S. No.	Module Name/NOS Name (As Per Curriculum)	Name of Mapped Online Component	URL of Mapped Online Component
	NA	NA	NA

Infra requirement:

- NA